

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

700 North 10th Street, Room 258
Sacramento, CA 95814-0338
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June 17, 2005

TO: ALL 2005 DOE WAP SERVICE PROVIDERS

SUBJECT: AMENDMENT NUMBER 1 - TO THE 2005 DEPARTMENT OF ENERGY (DOE)
Weatherization Assistance Program (WAP) Contract

Enclosed is your agency's Amendment Number 1 for the 2005 Department of Energy (DOE) Weatherization Assistance Program (WAP) Contract. Recently, the Department of Community Services and Development (CSD) reconvened meetings with the Weatherization (WX) Task Force in our continuous effort to seek further improvements in pertinent areas of the DOE weatherization program, including: administration, direct services, reimbursement, and reporting.

Many of the contractual and programmatic changes within the DOE Amendment Number 1 are directly attributed to recent meetings and discussions with the Wx Task Force. To assist you in your understanding of the DOE Amendment Number 1, the following is a summary of the most significant changes:

CONTRACTUAL LANGUAGE CLARIFIED AND/OR EXPANDED:

- The CSD initiated advance repayment language that read; "at the close of the second quarter of the contract term" was replaced to correspond with the monthly expenditure-reporting period, due October 15, 2005.
- Contractual language was expanded to clarify that reimbursement activities performed in the installation of allowable Health and Safety, and lead-safe weatherization measures, are not to be included in the maximum average reimbursement limit of \$2,744 per dwelling unit weatherized.
- Contractual language was expanded and new terminology was added to emphasize that during 3rd party weatherization dwelling inspection visits, the contractor, or a Ride-along (designated agency representative), is required to accompany the inspector. The agency representative should when possible, be sufficiently trained to make necessary corrections during inspections, thereby minimizing or eliminating the need for return trips that may inconvenience the client, and/or require re-inspection.
- The monthly fiscal performance percentage requirements were removed from the contract, with the exception of the August 2005, reporting period, which remained at fifty percent (50%), and the achievement of one hundred percent (100%) expenditures by January 31, 2006.

- The revised 2005 DOE Weatherization Budget, CSD 570 (Revised 05/05), and the 2005 DOE Monthly Weatherization Expenditure /Activity Report, CSD 571, 571A, 571B (Rev. 05/05) and instruction sheets, correct budget reporting language pertinent to Health and Safety activities, and will allow for the reporting of advance repayments, and reimbursement of Home Energy Rating Systems (HERS) rater activities.

New 2005 Building Energy Efficiency Standards – Effective October 1, 2005:

- The California Energy Commission adopted changes to the Building Energy Efficiency Standards contained in the California Code of Regulations, Title 24, Part 6 (Also known as the California Energy Code). The 2005 standards introduce new energy efficiency standards, compliance credits criteria, and field verification and diagnostic testing requirements when alterations and/or replacement of certain weatherization measures are installed in a dwelling.
 - New contractual requirements, and terminology specific to Title 24 have been incorporated to the 2005 DOE WAP contract. New definitions to include Home Energy rating Systems (HERS), HERS provider, and HERS rater were also added to the contract.
 - To ensure compliance with the changes contained in Title 24, CSD is in the process of designing a training program to provide energy service providers with a further understanding of the Title 24 Building Energy Efficiency Standards and departmental policy and guidelines to ensure the delivery of weatherization services in accordance with these standards. The tentative training date is scheduled for the month of August 2005. Additional information regarding this training is forthcoming.
 - Copies of the 2005 standards themselves and associated documents may be downloaded through the Energy Commission website at <http://www.energy.ca.gov/title24/>.
- All other DOE WAP contractual terms and conditions as set forth on the 2005 DOE WAP contract distributed to the network on April 12, 2005 have not changed.

If you have any questions or require additional clarification, please contact your Field Representative.

Sincerely,

TIMOTHY DAYONOT
Director

Enclosures

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

700 North 10th Street, Room 258
Sacramento, CA 95814
(916) 322-2940
(916) 327-3153 (FAX)
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June 17, 2005

To All Department of Energy Weatherization Assistance Program Contractors:

2005 Department of Energy Weatherization Assistance Program Contract, Amendment No. 1

Enclosed is your agency's Amendment No. 1 to the 2005 Department of Energy Weatherization Assistance Program. It includes two complete copies of the amendment (face sheet, amendment language, replacement page cover sheet, replacement budget for Exhibit B, Budget Detail and Payment Provisions, Attachment II and EXHIBIT K, Annual Heating and Cooling Degree Days for Selected California Locations). We are also enclosing new reporting forms.

In order to expedite the execution of your contract packet, please observe the following instructions, and feel free to use this letter as a checklist.

- ☐ Submit a governing board resolution with an **original signature of your board's authorized representative**. The board's resolution must identify whom it has authorized to sign the 2005 DOE contract and any amendments.
- ☐ Complete the section labeled "CONTRACTOR'S NAME" on both face sheets. Print or type the name and title of the person who is authorized to sign the contract. Print the date signed. Ensure that **your agency's authorized representative has signed both face sheets**. Your agency's authorized representative is the person whom the governing board has specified in its resolution as the official representative to sign the 2005 DOE contract and, if applicable, any amendments.
- ☐ The following replacement page is part of the Amendment packet. Please complete it as applicable, and return both copies with the Amendment packet:
 - Exhibit B - Attachment II, 2005 DOE WEATHERIZATION BUDGET
- ☐ When you return the Amendment packet to CSD, please arrange all pages, including the face sheets, language, cover sheets, EXHIBIT K, and Exhibit B, Attachment II, in the same order in which you received them. Include your board resolution, insurance and fidelity bond documents, advance request, and, if desired, a transmittal letter, but do not staple or otherwise attach these documents to the contracts themselves.

- ☐ We have enclosed the 2005 Revised 2005 DOE Monthly Reporting Forms that your agency must use. Please use these forms as masters, and duplicate them for the appropriate programmatic and fiscal staff at your agency.

- ☐ Please return your completed contract packet within 30 days (45 days for public agencies) to:
Contract Services Unit
Department of Community Services and Development
700 North 10th Street, Room 258
Sacramento, CA 95814

Please keep in mind that in order for CSD to execute your amendment, all of your agency's contract documents must be **complete**. Authorized persons must sign the board resolution and both face sheets. Except as waived for self-insured governmental entities, the Certificate of Liability Insurance must name CSD as the Certificate Holder and as an additional insured, except for workers' compensation and fidelity bond. Insurance documents that are on file at CSD must be replaced. Coverage must include workers' compensation insurance, fidelity bond, public liability, and vehicle insurance.

If you have questions regarding the amendment process, you may contact Anneliz Rodriguez of my staff at (916) 341-4335. For questions regarding insurance coverage, please contact Suelene Choy of my staff at (916) 341-4265. For questions regarding contractual requirements, reporting forms, or other requirements, please contact your Field Representative.

Sincerely,

Fernando Negrete
Manager, Contract Services Unit

FN:AR
Enclosures

2005 DOE

Amendment No. 1

To revise certain terms and conditions

1. The total consideration payable to Contractor by the State remains unchanged at %Total.

2. **EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS**, Section 2. Programmatic Provisions, A. Payments, 1) Advance Payments, c is deleted in its entirety and replaced with the following:

“c. CSD will initiate repayment of advance payments outstanding *beginning with the sixth monthly reporting period of the contract term* or whenever the unexpended contract balance reaches 40% of the total consideration, whichever comes first. The State shall begin applying approved expenditures to the outstanding advance balance thereby offsetting any subsequent reimbursements. The State shall determine amounts to be offset by applying the balance of the advance equally into the remaining expenditure reporting periods. An exception may occur if the expenditure reports submitted are less than the applied settlement formula (as described immediately above). In that case, the State shall apply the entire reimbursement amounts against the outstanding advance balance.”

3. **EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS**, Section 2. Programmatic Provisions, A. Payments, 2), Subsequent Payments, b is deleted in its entirety and replaced with the following:

“b. Contractor shall be entitled to obtain a maximum average reimbursement of \$2,744 per dwelling unit weatherized and for applying the energy conservation measures and activities as described in Exhibit B, Budget Detail and Payment Provisions, Attachment I, Payment Guidelines for Weatherization Activities. In the event the Governor declares a State of Emergency or Local Emergency under Article 13 or 14 of the Emergency Services Act, the maximum reimbursement shall be \$3,156 per dwelling unit. For eligible contractors in the affected service areas, CSD may implement Exhibit F, Attachment I – CSD Disaster Relief Plan. *In accordance with EXHIBIT F PROGRAMMATIC PROVISIONS, Section 8. Special Provisions, D. Scope of Services, 7) Health and Safety, activities performed in the installation of allowable Health and Safety weatherization measures, and lead-safe weatherization measures are not included in the maximum average reimbursement limit per dwelling unit weatherized.*”

4. **EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS**, Section 3. Budget Definitions, D. Payment Guidelines, 1) is deleted in its entirety and replaced with the following:

“1) Reimbursement to Contractor shall be the Contractor's actual expenditures of all activities and energy conservation measures completed and reported pursuant to this Agreement, provided that Contractor does not request reimbursement or credit for the same activity or measure from any other funding source. Contractor may claim reimbursement not to exceed a maximum average reimbursement of \$2,744 per dwelling only for allowable measures and activities performed under this Agreement. *Reimbursement for allowable Health and Safety measures and Lead-Safe Weatherization measures are not included in the maximum average reimbursement limit per dwelling unit weatherized.*”

5. **EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, ATTACHMENT I: PAYMENT GUIDELINES FOR WEATHERIZATION ACTIVITIES,** a new item 19 is added to read:¹

“19. Effective October 1, 2005, Contractor must comply with the California Energy Commission 2005 Building Energy Efficiency Standards, Alterations under Title 24, Part 6, of the California Code of Regulations; California Home Energy Rating System (HERS) regulations. Contractor shall obtain the services of a qualified Home Energy Rating System (HERS) Rater, to perform required field verification and diagnostic testing on applicable weatherization measures and building alterations performed under this Agreement and as described EXHIBIT F., PROGRAMMATIC PROVISIONS, Section 8. Special Provisions, D. Scope of Services, 11) Quality Assurance, e. Under this service agreement, procured HERS Rater services shall be obtained from an entity or individual independent from the builder or subcontractor performing the building alteration and/or energy-efficiency improvement being tested and verified, and the entity or individual shall have no financial interest in the work performed”

6. **EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, ATTACHMENT I: PAYMENT GUIDELINES FOR WEATHERIZATION ACTIVITIES;** item number 10 is deleted in its entirety and replaced with the following:

“10. Contractor shall bill the actual labor costs of crew members and other personnel associated with the direct facilitation of the disposal of appliances, the procurement of permit, and the actual cost of the services performed by a HERS Rater under Other Weatherization Costs.”

7. **EXHIBIT D, SPECIAL TERMS AND CONDITIONS,** Section 1. Travel and Per Diem, A.: is deleted in its entirety and replaced with the following:

“A. Contractor’s programmatic-related travel costs and per-diem reimbursement rates shall not exceed the amounts established by the State Department of Personnel Administration Rules and Regulations, Section 599.619, and 599.631, dated October 1, 2001, and as amended from time to time.”

8. **EXHIBIT F, PROGRAMMATIC PROVISIONS,** Section 1. Performance-Based Requirements, A. is deleted in its entirety and replaced with the following:

“A. Adequate fiscal performance will be the achievement of one hundred percent (100%) of stated expenditures by January 31, 2006. Achievement of the following expenditure percentages shall occur as follows.

¹ **Note:** The item e referenced by condition numbers 5. and 11. of this Amendment is added to this Agreement by condition number 13.

50% by August 2005
100% by January 2006”

9. **EXHIBIT F, PROGRAMMATIC PROVISIONS**, Sections 1. Performance-Based Requirements, C. and D. are deleted in their entirety.
10. **EXHIBIT F, PROGRAMMATIC PROVISIONS**, Section 1. Performance-Based Requirements E. is deleted in its entirety and replaced with the following:
- “E. If, at the conclusion of the August reporting period, the Contractor has not achieved 50% of the fiscal performance contract goal, CSD shall provide written notification to Contractor that contract goals are not being met. Contractor shall be required to submit a plan of action within five (5) working days after receipt of the written notification by CSD. CSD shall consider and review the plan of action presented by the Contractor as well as any showing that the Contractor has adequately corrected the issue(s) leading to the written notification disclosing noncompliance. Within ten (10) working days from the receipt of the plan of action, the State shall enter negotiations with the Contractor to access a realistic capacity to expend the remaining funds and a determination may be made as to the viable amount of funds that will remain in the contract. If a determination results in unexpended funds becoming available, the State will redistribute such funds to an eligible performing Contractor within the general geographic region of the Contractor-of-record. In the event a performing Contractor does not exist in the general geographic region, then the State shall reserve the right to redistribute funds to a performing Contractor within the state. If negotiations result in a modified expiration of the contract, EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, Section 2. Programmatic Provisions, B. Reporting, 3) Close-out Report shall prevail.”
11. **EXHIBIT F, PROGRAMMATIC PROVISIONS**, Section 3. Record-Keeping Responsibilities, D. New items 12) through 19) are added to read: ¹
- “12) Utility/energy bills;
- “13) Source documentation that substantiates the criteria for replacement of all gas and electric appliances and the non-feasibility of all mandatory measures not performed or installed;
- “14) Combustion Appliance Safety Inspection Form (CASIF), if applicable;
- “15) Blower Door Data Sheet, if applicable;
- “16) Hazardous Correction Work Plan, if applicable;
- “17) Source documentation that substantiates costs for labor, materials;

¹ **Note:** The item e referenced by condition numbers 5. and 11. of this Amendment is added to this Agreement by condition number 13.

- “18) Documentation of weatherization measures installed with other weatherization program funds, if applicable.
- “19) Documentation of compliance with California Energy Commission 2005 Building Energy Efficiency Standards, Alterations under Title 24, Part 6, of the California Code of Regulations, California Home Energy Rating Systems Program (HERS) regulations, effective October 1, 2005, as described in EXHIBIT F, PROGRAMMATIC PROVISIONS, Section 8. D. 11) e.”
12. **EXHIBIT F, PROGRAMMATIC PROVISIONS**, Section 4. Right to Monitor, Audit, and Investigate, A. 2): is deleted in its entirety and is replaced with the following:
- “2) Contractor or a ride-along (designated representative) shall accompany the inspector on client inspection visits and shall provide transportation and equipment to the inspector in accordance with the CSD Inspection Policies and Procedures. When possible, Contractor shall make corrections during the client inspections visits.”
13. **EXHIBIT F, PROGRAMMATIC PROVISIONS**, Section 8. Special Provisions, D. Scope of Services, 11) a new item e is added to read:¹
- “e. Effective October 1, 2005, Contractor shall comply with the Title 24, Part 6, of the California Code of Regulations 2005 Building Energy Efficiency Standards, and California Home Energy Rating Systems Program (HERS), and required field verification and diagnostic testing.
- i. Contractor’s activities with respect to 2005 Building Energy Efficiency Standards Title 24, Part 6, HERS regulations shall be in accordance with Exhibit E ADDITIONAL PROVISIONS, 5. Compliance with Rules and Regulations.
- ii. Weatherization measures must be installed in accordance with energy efficiency standards of Title 24, Part 6, and CSD Policies and Procedures.
- iii. Contractor shall when required by its local jurisdiction, obtain a building permit when additions or alterations of existing residential buildings are performed, or when a component, system, or equipment of an existing building breaks and cannot be repaired. Weatherization measures subject to compliance are as listed in Exhibit F., Section 8. D., 11), e.
- iv. Contractor shall obtain the services of a certified HERS Rater to perform the required field verification and diagnostic testing. The HERS rater shall be independent entities from the builder or subcontractor performing the

¹ **Note:** The item e referenced by condition numbers 5. and 11. of this Amendment is added to this Agreement by condition number 13.

building alteration and/or energy efficiency improvement being tested and verified and shall have no financial interest in the work performed.”

14. **EXHIBIT I, DEFINITIONS, DWELLING DEFINITIONS:** A new definition is added to read:

“Ride-along: An agency representative who accompanies a designated third-party inspector while performing on-site inspections. CSD requires that, when possible, a ride-along be sufficiently trained to make necessary corrections during inspections, thereby minimizing or eliminating the need for return trips that may inconvenience the client and/or require re-inspection in accordance with the CSD Inspection Policies and Procedures.”

15. **EXHIBIT I, DEFINITIONS, DWELLING DEFINITIONS:** Single-Family Dwelling: is deleted in its entirety and replaced with the following:

“Single-Family Dwelling - A dwelling structure containing no more than one dwelling unit. For the purposes of travel reimbursement, a single family dwelling is defined as a one-unit, single- family dwelling or as a one-unit, single residential housing dwelling with one to four attached units.”

16. **EXHIBIT I, DEFINITIONS, PROGRAM DEFINITIONS:** A new definition is added to read:

“Home Energy Rating System Program (HERS) Provider, also referred to as HERS Rater: An entity or individual recognized by the California Energy Commission as a HERS Provider and certified in performing the necessary field and diagnostic testing verifications for demonstrating compliance with the 2005 Building Energy Efficiency Standards.”

17. **EXHIBIT I, DEFINITIONS, PROGRAM DEFINITIONS,** Training and Technical Assistance (T&TA): is deleted in its entirety and replaced with the following:

“Training and Technical Assistance (T&TA) - Training funded by T&TA allocation must have direct application and benefit to Contractor's weatherization program and its assigned staff. T&TA activities are intended to maintain or increase the efficiency, quality, and effectiveness of the weatherization program on all levels. Such activities should be designed to maximize energy savings, minimize production costs, improve program management and crew/subcontractor quality of work, and reduce the potential for waste, fraud, and mismanagement. T&TA activities, including group client education, shall be reported on the DOE Semiannual Training and Technical Assistance Report, CSD 524, and shall be charged to their respective budget line item on the DOE Weatherization Budget, CSD 570.”

18. **EXHIBIT K, Annual Heating and Cooling Degree Days for Selected California Locations**: was unintentionally omitted from the contract distribution, is attached hereto and incorporated by this reference.
19. EXHIBIT B – ATTACHMENT II, 2005 DOE WEATHERIZATON BUDGET, CSD 570 (Rev. 03/05), and INSTRUCTIONS are deleted in their entirety and replaced with the **EXHIBIT B – ATTACHMENT II, 2005 DOE WEATHERIZATON BUDGET, CSD 570 (Rev. 05/05), and INSTRUCTIONS** that are attached hereto and incorporated by this reference.

All other terms and conditions shall remain unchanged.

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2005 DOE, Amendment No. 1
Effective June 1, 2005
New/Replacement Pages

- **EXHIBIT K**
- **EXHIBIT B – ATTACHMENT II, 2005 DOE WEATHERIZATION BUDGET, CSD 570 (Rev. 05/05), and INSTRUCTIONS.**

2005 DOE, Amendment No. 1
Effective June 1, 2005
2005 REVISED DOE Monthly Reporting Forms

Please use these forms as masters and distribute them to your programmatic and administrative staff who are involved in the 2005 Low-Income Home Energy Assistance Program.

- The 2005 DOE MONTHLY WEATHERIZATION EXPENDITURE/ACTIVITY REPORT, CSD 571, 571A and 571B, (Rev. 05/05) and Instructions.

EXHIBIT B - ATTACHMENT II
2005 DOE WEATHERIZATION BUDGET

Contractor Name:		Contract Number:	Telephone Number:
Class "B" Contractor's License No.:	Name on License:		Expiration Date:
Prepared By (Print Name/Title):	E-mail Address:		Fax Number:
10 - ADMINISTRATIVE COSTS			
1.	Administrative Costs (Not to exceed allocated amount)		\$
20 - OTHER PROGRAM COSTS			
2.	Financial Audit		\$
3.	Health and Safety (Not to exceed 25% of the total of Lines 10 & 16)		
4.	Leveraging		
5.	Liability Insurance		
6.	Other Labor Costs		
7.	Other Miscellaneous Program Costs		
8.	Training and Technical Assistance (Not to exceed allocated amount)		
9.	Vehicle and Equipment (Acquisition costs)		
10.	TOTAL OTHER PROGRAM COSTS		\$
30 - PROGRAM COSTS			
11.	Client Education		\$
12.	Direct Program Activities		
13.	Intake		
14.	Outreach		
15.	Workers' Compensation		
16.	TOTAL PROGRAM COSTS		\$
50 - TOTAL COSTS (Total of Lines 1, 10, & 16)			\$
55 - TOTAL HOUSEHOLDS			#

INSTRUCTIONS
EXHIBIT B – ATTACHMENT II
DOE WEATHERIZATION PROGRAM BUDGET
CSD 570 (Rev. 05/05)

SECTION 10 – ADMINISTRATIVE COSTS

Line 1 – Administrative Costs - Enter the amount of funds allocated for all Administrative Costs. Administrative costs include salaries, wages, workers compensation, and fringe benefits for administrative staff, accounting, facilities, office equipment and supplies, telephone, travel, utilities and other administrative costs related to activities subject to DOE program rules.

Note: In calculating the allowable administrative costs, any carryover funds allocated from a previous program year CANNOT be used in calculating the allowable administrative costs. Administrative costs are limited to new funding only. Calculate the percentage of total Administrative Costs to the Contract Amount EXCLUDING ANY CARRYOVER AMOUNTS ALLOCATED TO YOUR AGENCY. The total of Administrative Costs is limited to five percent (5%) of the contract budget (new funding only). (See CSD 574 to apply for additional administrative funds.)

SECTION 20 – OTHER PROGRAM COSTS

Line 2 - Financial Audit - Enter the amount of funds allocated for financial audit activities subject to DOE program rules.

Line 3 - Health and Safety - Enter the amount of funds allocated for health and safety labor and materials including lead-safe weatherization subject to DOE program rules. Health and safety labor and materials are limited to 25 percent of Program Costs and Operations (total of Sections 20 and 30). Calculate the percentage of the total health and safety to the total Program Operations and Other Program Costs (Sections 20 and 30) by dividing line 12 (Section 30) by Section 50.

Line 4 – Leveraging - Enter the amount of funds budgeted for leveraging activities. Some subgrantees work at developing partnerships with property owners, utility companies, and other entities to generate non-Federal resources for weatherization purposes. As a result of this effort, there may be an associated cost that can be paid for using a percentage of the DOE grant. All leveraging activities to be reimbursed will be at actual costs and actual hours and must be substantiated. The intent is that Leveraging funds shall be judicially spent and leveraging efforts must garner results in obtaining non-Federal funding. If non-Federal funds will be expended for the installation of weatherization measures, the measures must be provided consistent with DOE guidelines. **(Funds expended in this line item and funds actually obtained through leveraging activities and expended using DOE rules shall be reported in the Annual Leveraging Report.)**

Line 5 - Liability Insurance - Enter the amount of funds allocated for insurance bonds, general liability and pollution occurrence insurance. Do not include vehicle insurance in accordance with DOE program rules.

Line 6 – Other Labor Costs – Enter the amount of funds allocated for personnel not directly associated with the installation of measures. Do not include labor costs which will be charged under Administrative Costs, Direct Program Activity, Health and Safety Measures and Workers Compensation.

Line 7 – Other Miscellaneous Program Costs – Enter the amount of funds allocated for DOE WAP Activities which cannot be budgeted to any other line items.

Line 8 - Training and Technical Assistance - Enter the amount of funds allocated for training and technical assistance and group client education activities subject to DOE program rules. The funds allocated cannot exceed the amount as provided by CSD.

Line 9 - Vehicles and Equipment - Acquisition Cost - Enter the acquisition (actual cost to purchase) vehicle and equipment costs. These are purchases that are over \$5,000. Vehicle purchases need prior approval from CSD.

Line 10 - Total Other Program Costs - Enter the total amount of Other Program Costs (Lines 3 through 8).

SECTION 30 – PROGRAM COSTS

Line 11 – Client Education – Enter the amount of funds allocated for client education subject to DOE program rules.

Line 12 – Direct Program Activities – Enter the amount of funds allocated for Direct Program Activities subject to DOE program rules. Include costs associated with the installation of measures including labor, materials, subcontractors, disposal fees, permits, and travel. Do not include health and safety measures and lead-safe weatherization materials.

Line 13 – Intake – Enter the amount of funds allocated for Intake activities.

Line 14 – Outreach – Enter the amount of funds allocated for Outreach activities.

Line 15 – Workers’ Compensation – Enter the amount of funds allocated for Workers’ Compensation for program staff. Do not include workers’ compensation for salaries allocated to administrative costs.

Line 16 – Total Program Costs - Enter the total amount of Program Costs (Lines 10 through – 14).

Note: The total of Other Program Costs and Program Costs shall not be less than 95% of the total Contract Amount unless additional administrative funds have been applied for. (See CSD 574 to apply for additional administrative funds.)

SECTION 50 – TOTAL COSTS

Enter the sum of Lines 1, 10, and 16. Verify the total allocation as provided by CSD.

SECTION 55 – TOTAL HOUSEHOLDS

Enter the number of households projected to be weatherized during the 2005 Program Year.